

DD/A Registry  
61-2533/2

17 AUG 1981

ILLEGIBLE

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM: Thomas H. White  
Director of Information Services

SUBJECT: Planning for the Records Management Division

1. Forwarded herewith is a proposal to augment the resources of the Records Management Division (RMD) to enable that division to do the kind of job it should be doing but cannot because of resource restraints. You may recall that several weeks back [redacted] mentioned to you that if and when E.O. 12065 was ever amended to eliminate classification review requirements we would like to utilize any positions freed in RMD. You suggested at that time that we forward a plan showing how we would propose to use such positions. This is it.

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2. In an IG study a couple of years ago, it was reported that RMD would never be able to accomplish its responsibilities without increased staffing. Since that time and with the advent of automated registries, things have only gotten worse. In my opinion, it is time to seriously think about this matter and to plan for growth in RMD. While we envision transferring some CRD slots when systematic review is eliminated, if 12065 is not amended then I propose to request new positions to enable us to implement the attached proposal.

3. I recognize this is an ambitious undertaking, but I believe it is absolutely necessary to keep step with progress. Before the program is finalized, it will undergo some changes but I believe it is within the ball park. I am forwarding copies of this to Bruce Johnson and [redacted] since many of our proposed activities will be interwoven with theirs. I would appreciate any comments you might have on the proposal.

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/s/ Thomas H. White

Thomas H. White

Attachment:  
As stated

DIS:THWhite:ydc (14 Aug 81)

Distribution:

Original - Addressee w/att  
1 - IHSA w/att  
1 - RMD w/att  
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ITB

Planning, Organization, and Staffing

16 July 1981

## Introduction

This paper contains a proposal for building the Records Information System (TRIS) and for enhancing the management of non-textual records. The Information Technology Branch (ITB) in the Office of Information Services is responsible for the design, development, and operation of TRIS, and for the management of three non-textual records programs. If ITB is given the necessary resources, substantial improvements will accrue in the management of information throughout the DDA and Agency-wide.

TRIS is concerned with the tools and techniques for inventorying and controlling documents, files, and other collections of records. Its heart is a standard accounting system that can meet all individual and organizational needs for information about records. If such an accounting system is developed and implemented in Agency registries and file rooms, records management effectiveness and efficiency will be improved through the elimination of incompatible systems and duplication of effort in maintaining records inventories.

TRIS is as important as any ADP system developed in the DDA. TRIS can improve the quality of intelligence the Agency produces by providing an effective system for the inventory and control of information. It is an ambitious system and will require expert knowledge and skills to build and operate. TRIS is needed to help the Agency better manage its growing volume of information. It will center around the functions of component records management officers as managers of valuable Agency resources, and will require a highly sophisticated blending of office automation equipment, computer technology, software engineering, and data standardization.

TRIS will be an Agency-wide system because documents and other records flow across all organizational boundaries. Although managers of records systems will be the primary users, TRIS should serve any employee who needs information about records, and who wants to collect such information manually or in a computer. The types of registry and file room activities for which TRIS should be used are:

Document abstracting and indexing

Document and file folder tracking

Classified document accountability

Inventories of computer tapes, motion pictures, still pictures, sound recordings, and maps

Preparation of document distribution lists, mailing labels, and receipts

Non-Textual Records are the photographs, maps, sound recordings, computer data files, and any other records that components maintain in a medium based on advanced information technology. The Agency is required to have active programs for the effective and efficient management of such records, and for controlling their creation, organization, maintenance, and disposition. ITB, which manages these programs, must be able to provide components with expert technical advice and assistance on the care and handling of these information media.

### Proposal

The Information Technology Branch has a currently authorized ceiling of 11 full-time positions and two part-time positions. To have the capability of carrying out its responsibilities we propose to increase the number of branch positions by eight and to establish three sections. Two sections will be concerned with TRIS, and the other with non-textual records.

TRIS Design and Development Section staffed by six computer specialists

TRIS Operations Section staffed by five full-time and two part-time systems support personnel

Non-Textual Records Section staffed by six information management analysts

Each section chief would report to Chief, ITB and be responsible for the work performed and the supervision of section employees. ITB also would have a branch secretary.

#### I. TRIS

##### a. Staffing for TRIS Design and Development

We face tremendous challenges as we assume a leadership role in the design and development of this major ADP system. One of these challenges is similar to that faced by the APEX project. But where APEX managers tried to design and build a system to control one category of documents, we need to design and build a system to control all categories of records. Indeed, we are in the early stages of a major systems development effort.

A fundamental question is whether the design and development of the subsystems of TRIS should be carried out within and under the control of ODP or by a consolidated design and development project team staffed by computer specialists under the control and direction of ITB. Emphatically, we believe overall control of TRIS must be with ITB in order to achieve our goal of standardization. In accordance with HR [redacted] the Records Management Division "...develops and encourages the application of standards, procedures, and techniques designed to improve the management of records..."

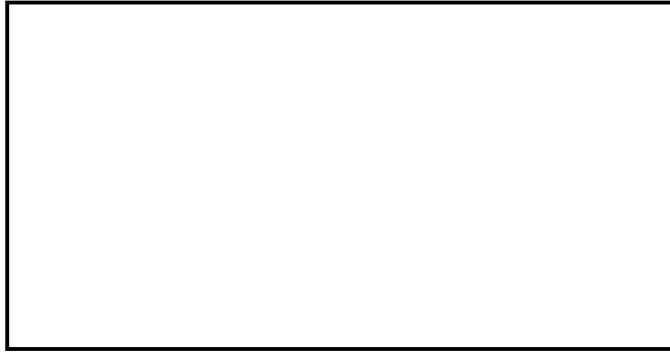
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We do not now have enough computer specialists to achieve this goal. Presently full-time TRIS design and development is carried out by two

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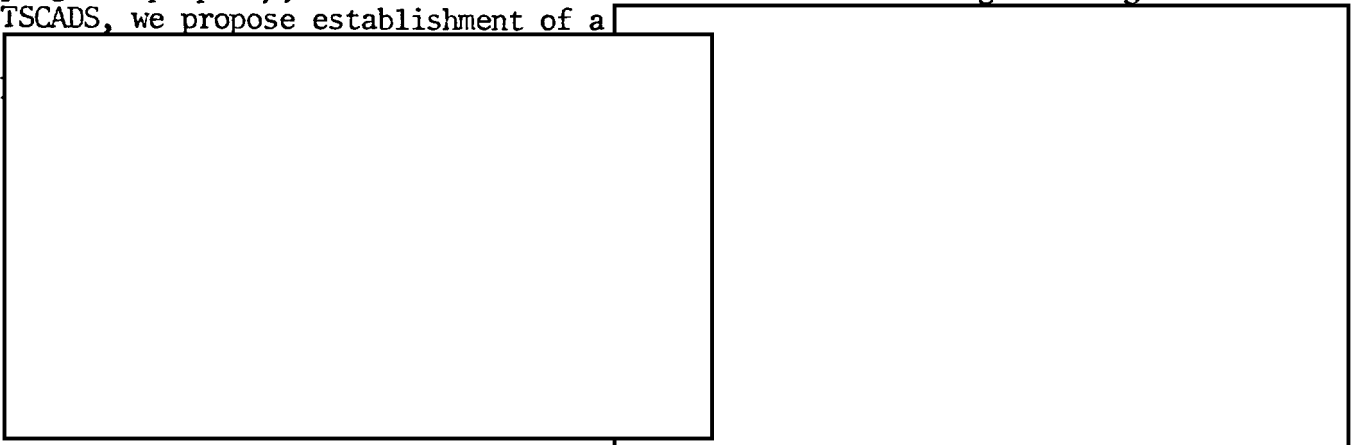


b. Staffing for TRIS Operations

The term "operations" primarily refers to the necessary day-to-day maintenance of the TRIS system: data entry, data changes, data management, and report preparation for the RAMS, ARCINS, DARE, DECAL, and FARMS programs. In addition, the DDA recently approved transfer of the Top Secret Control Program and the Top Secret Control Automated Data System (TSCADS) from the Office of Security to OIS. This work now resides within ITB and also falls under "operations." In order to manage this and the other TRIS programs properly, and to avoid future occurrences of the huge backlog in TSCADS, we propose establishment of a

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II. Non-Textual Records

• ITB manages three of the Agency's records programs:

ADP Records

Audiovisual Records

Micrographics

Each program relates to records maintained in a medium based on advanced information technology. The work involves traditional records management functions of establishing policy and procedures related to records creation, maintenance, and disposition; evaluating systems for conformance

with established policy and procedures; and assisting component records management officers in disposition scheduling and establishing proper filing systems. In addition to these functions ITB must develop expertise in applying the technologies to which these records are tied. ITB has established such expertise in the field of micrographics, but there are many newer technologies, such as video disks and electronic mail, about which we have a lot to learn.

If ITB is to meet its management responsibilities for non-textual records, it must have a sufficient number of qualified people to participate Agency-wide in decisions on applying new technologies to solve information handling problems. ITB cannot advise records custodians on managing these new systems if it is not able to get out of its office and into theirs. At least one GS-13 Information Management Analyst is needed for the micrographics program and one is needed for the audiovisual program. Because there are over a thousand ADP applications in the Agency, and because of the complexity of each ADP system, we propose

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### Introduction

This paper contains a proposal for enhancing the ability of the Records Systems Branch (RSB) to carry out regularly scheduled records management surveys throughout the Agency. RSB is the component within the Office of Information Services primarily responsible for implementing the policies and procedures relating to the Agency Records Management Program. This program provides for establishing controls over the creation, maintenance, use, and disposition of all Agency records; for developing standards, procedures, and techniques to improve the management of records; for ensuring the maintenance and security of records of permanent value; and for facilitating the segregation and disposal of records of temporary value.

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Proposal

A records survey is a vitally important initial step in helping a component establish effective control over the management of its records. It is the basis upon which a component identifies its records, establishes an effective filing and retrieval system, and prepares its records control schedules which constitute the basic documentation for proper records disposition. It also is a means by which RSB can evaluate the extent to which a component is adhering to established records management policy and procedures. Although RSB has been able to respond to component requests for records surveys, the press of day-to-day duties upon its personnel has not allowed the branch to schedule such surveys on a regular basis and to systematically cover the entire Agency. Addition of the proposed positions would enable RSB to devote two individuals full-time to this most important service.